



Girls Study Group

Program Announcement

Due Date: September 22, 2003

Office of Juvenile Justice and Delinquency Prevention

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How To Apply

The Office of Justice Programs (OJP) requires applicants to submit applications for funding through the OJP Grants Management System (GMS). Access through the Internet to this online application system will expedite and streamline the receipt, review, and processing of requests for funding. Final applications will only be accepted through the GMS online application system.

To learn how to begin the online application process, please see the Quick-Start Guide to Using the Office of Justice Programs' Online Grants Management System on page iv. A toll-free telephone number (1-888-549-9901) has been established to provide applicants with technical assistance as they work through the online application process.

Application deadlines are as follows:

- ◆ Applicants must initiate their applications on GMS by **August 29, 2003**.
- ◆ Applicants must submit completed applications by **September 22, 2003**.

Application Checklist

Girls Study Group

All applications must be submitted electronically through the Office of Justice Programs' Grants Management System (GMS). Applicants must register on GMS by August 29, 2003. Completed applications must be submitted by 5p.m. Eastern Time September 22, 2003.

Girls Study Group applications must include:

Online Forms

_____ **Application for Federal Assistance (Standard Form 424).** This form is generated by completing the on-screen Overview, Applicant Information, and Project Information sections in GMS.

_____ **Assurances and Certifications.** The Assurances and Certifications must be reviewed and accepted electronically by the authorizing official or the designated authorizing official.

Attachments

_____ **Budget Detail Worksheet (Attachment #1).** The Budget Detail Worksheet must include Budget Worksheets for year 1 and year 2 and a Budget Narrative that provides justification for all proposed costs in year 1.

_____ **Program Narrative (Attachment #2).** The Program Narrative must conform to the formatting requirements specified on page 16 and must include the following sections:

- _____ Project Abstract.
- _____ Issues To Be Addressed.
- _____ Goals and Objectives.
- _____ Project Design.
- _____ Management and Organizational Capability.

_____ **Other Program Attachments (Attachment #3).** The Other Program Attachments must include the following materials in one (1) file:

- _____ Project timeline.
- _____ Organizational chart.
- _____ Letters of agreement from Study Group members.
- _____ Resumes of Study Group members and staff.
- _____ Privacy certificate.
- _____ Statement regarding coordination of federal efforts.

Please refer to corresponding sections in this announcement to determine the specific contents of each attachment.

Quick-Start Guide to Using the Office of Justice Programs' Online Grants Management System

Step 1. Go to www.ojp.usdoj.gov/fundopps.htm. An online Applicant Procedures handbook is available on this page, and applicants may link directly to OJP's Grants Management System (GMS), which will provide online help screens. **Note:** Technical assistance is also available from the GMS Hotline at 1-888-549-9901.

Step 2. Click on "Logon to the Grants Management System (GMS)."

Step 3. Follow the on-screen instructions by either registering for a User ID and password (click "New User, Register Here") or, if you already have a User ID and password, signing onto GMS (click "GMS Sign-In").

Step 4. Initiate your application. Once you have a User ID, go back to "Logon to the Grants Management System (GMS)" and login to GMS. After reaching the GMS home page, click "Funding Opportunities." For Program Office, select "Office of Juvenile Justice and Delinquency Prevention" from the drop down menu. For Program Name, select "Girls Study Group." **To initiate your application, click on "Apply Online," read the warning message, and click "Continue."** Applicants will receive e-mail confirmation from OJJDP that they are eligible to submit an application. Confirmation may take 1 to 7 days.

Plan ahead: All applicants must initiate their application by 5 p.m. Eastern Time on August 29, 2003. Applicants can initiate their application at any time and are encouraged to do so as soon as possible.

Please note: Applicants must ensure that the information for the authorizing official and alternate contact is entered correctly. The authorizing official is the individual authorized to accept grant funds in the applicant's organization. If the individual applying online is not the signing authority, that individual *must* list the authorizing official's name and contact information where appropriate.

Step 5. Complete the online Application for Federal Assistance (SF-424) by providing the required information in the Overview, Applicant Information, and Project Information screens.

Step 6. Submit the three required file attachments: Budget Detail Worksheet, Program Narrative, and Other Program Attachments. (See the Application Checklist on page iii and the Application Requirements on page 12 for detailed instructions about the information to include in each of these attachments.) ***Please note that applicants must upload one file per attachment. Only the most current file uploaded to the appropriate attachment will be saved as part of the application.*** All sections of each attachment must be completed for the application to be considered for funding.

Step 7. Complete the application by electronically "accepting" the Assurances and Certifications.

Submit your completed application online by 5 p.m. Eastern Time September 22, 2003. The GMS system will provide notification that the application has been received and sent to OJJDP, as well as an application identification number for future reference.

Applicants who have any questions about GMS or need technical assistance with applying online, should contact the GMS Hotline at 1-888-549-9901.

Girls Study Group

Program Announcement

Introduction

The Office of Juvenile Justice and Delinquency Prevention (OJJDP), a component of the Office of Justice Programs (OJP), is soliciting applications from public or private agencies or organizations to assemble and convene a Girls Study Group to develop a sound theoretical and empirical foundation to guide future development, testing, and dissemination of strategies to effectively prevent and reduce girls' involvement in delinquency and violence and reduce the negative consequences of such involvement. The Girls Study Group will provide state and local policymakers and practitioners with theoretically sound, culturally and developmentally appropriate, and empirically grounded strategies (encompassing program elements, principles, and policies) to prevent and reduce female delinquency and its consequences. One 2-year cooperative agreement will be awarded.

Purpose

One purpose of the Girls Study Group project is to assist OJJDP in furthering its understanding of the risk and protective factors associated with female juvenile offending and of the consequences for girls of involvement in such offending. Another is to identify effective strategies for communities to use in their efforts to prevent and reduce female involvement in delinquency and violence.

More specifically, the successful applicant, in cooperation with OJJDP, will convene a study panel, called the Girls Study Group, to accomplish the following:

- ◆ Review the research literature on the epidemiology and etiology of female juvenile offending and its consequences.
- ◆ Conduct secondary data analyses of relevant data sets.
- ◆ Review existing Federal delinquency prevention and treatment programs.
- ◆ Review risk and needs assessment tools for girls for prevention and intervention purposes and develop tools for testing and validating these instruments at the local level.
- ◆ Develop products for review and dissemination to the field, including a Web site to keep the field informed of the work of the study group.

The Girls Study Group will be responsible for developing and providing scientifically sound, useful guidance on program development and implementation to policymakers, practitioners, and the research community. To assist the project in communicating its results to a wide range of constituent groups, a Project Advisory Board will be established to review the plans and products of the study group and make recommendations to the project for consideration. Decisions regarding revisions to plans and products will be mutually agreed upon by the Girls Study Group and OJJDP.

Overview

The ultimate goal of the Girls Study Group project is to develop the research foundation that communities need to make sound decisions about how best to prevent and reduce delinquency and violence by girls. The Girls Study Group will consist of 12 to 15 individuals who have the collective expertise (both practical and theoretical) in female development and juvenile justice system involvement to undertake a comprehensive study of this kind.

The successful applicant must possess the necessary leadership, organizational, and analytical capabilities essential for the Study Group's success. The project tasks require the ability to organize and convene a group of researchers and practitioners with recognized expertise in diverse areas of female juvenile delinquency, child development and adolescent health; childhood victimization (including child maltreatment, domestic violence, and other forms of victimization); mental health; substance abuse; community-based treatment; youth work and outreach; the juvenile justice, child welfare, and related systems; and education. Expertise in statistics, research methodology, prevention research, and program evaluation is also required. The successful applicant must also demonstrate the ability to lead and interact with group members in order to coordinate a comprehensive literature review, synthesize information from diverse sources, recommend future research topics, and produce interim and final reports and related publications that effectively communicate the results to a broad audience of federal, state, and local policymakers, practitioners, and researchers.

Background

According to the Federal Bureau of Investigation's Uniform Crime Reporting (UCR) Program, between 1991 and 2000, the number of arrests of juvenile females increased more (or decreased less) than male arrests in most offense categories (Snyder, 2002). In 1980, females represented 11 percent of all juvenile arrests for violent offenses. By 2000, that proportion increased to 18 percent. Although the majority of juvenile crime arrests were of males, females represented more than one-quarter of juvenile arrests. There has been growing concern that while most juvenile arrests have been decreasing, the number of female juvenile arrests in some offense categories (such as drug and alcohol violations) continues to rise.

Additional data demonstrate the increased involvement of females in the juvenile justice system. For example, an examination of trends in juvenile court statistics shows a disproportionate increase in the number of delinquency cases involving females compared to males. Between 1990 and 1999, the number of delinquency cases involving males increased 20 percent, while the number of cases involving females increased 60 percent. Over this period, the relative change in delinquency case rates was greater for females than for males in all major offense categories (Stahl, forthcoming). Among females, the largest increases were in the number of person offenses and drug offenses (107 percent and 221 percent increases, respectively). Other offenses—such as drug abuse, liquor law, curfew, and loitering violations—continued to increase for girls at a rate considerably higher than for boys.

These arrest patterns are also mirrored in court statistics. Between 1990 and 1999, the number of cases in which courts ordered delinquent females to be placed in a residential facility increased 64 percent, while the number of formal probation cases increased 53 percent. In 1997, females represented 13 percent of juvenile offenders in residential custody facilities (Sickmund and Wan, 1999). Unlike the trends in judicial waiver to criminal court for males, which declined 8 percent between 1990 and 1999, the number of female cases waived to criminal court were 25 percent higher in 1999 than in 1990, accounting for 5.6 percent of all cases judicially waived to criminal court (Stahl, Finnegan, and Kang, 2002).

These increases in official handling and waiver of female juvenile offenders have clearly affected the composition of offenders who are involved in the juvenile justice system. Female juvenile arrest rates are growing faster than the rates for males, although the proportion of females in the juvenile justice population remains a relatively small minority.

More investigation is needed to determine whether these trends reflect an actual increase in girls' delinquent behavior or changes in the justice system's responses to girls' behavior. Little research has been conducted to explain why females are increasingly coming into the juvenile justice system or to examine strategic responses to this trend. Although states and local jurisdictions have traditionally designed programs and interventions primarily for males, they are now faced with a growing number of female juvenile offenders. Little is known about how juvenile females respond to these interventions, and many communities are unprepared to address the specific needs of girls who are involved in or at risk of becoming involved in the juvenile justice system.

Not only are there a limited number of studies that focus specifically on female offending, but many important studies also either do not include females in their samples or do not analyze the female data separately (Kruttschnitt, 1994; Loeber and Farrington, 1998; West, Houser, and Scanlan, 1998). While the literature is incomplete and warrants further development, even the literature that currently exists could be used more effectively to guide prevention and intervention efforts at critical life/developmental stages (Guerra, 1998).

Explanations of female delinquency and criminal careers flow from vastly different disciplinary perspectives, creating a patchwork of understanding. Studies of female delinquency and crime have examined the following issues:

- ◆ Biological, psychological, and developmental factors (Pollack, 1950; Caspi et al., 1993; Wasserman, 1995; Broidy and Agnew, 1997; Gilligan, 1982; Hoyt and Scherer, 1998; Girls Inc., 1996).
- ◆ The residual effects of victimization, maltreatment, and neglect (Widom, 1989; Broidy and Agnew, 1997; Accoca, 1998; Girls Inc., 1996; Giordano et al., 1999).
- ◆ Involvement in high-risk behaviors and gangs (Weiher et al., 1991; Accoca, 1999; Thornberry, 1998; Fagan, 1990; Moore and Hagedorn, 1996).
- ◆ Gender dynamics of socialization (Steffensmeier and Broidy, 2001; Chesney-Lind, 1997; Fagan and Wexler, 1987).
- ◆ Macro-level changes in the social, cultural, economic, and political status of women and their roles in society (Adler, 1975; Hartnagel, 1982).
- ◆ Differential processing in the juvenile justice and criminal justice systems (Ensminger, 1987; Kempf-Leonard and Sample, 2000; American Bar Association and National Bar Association, 2001).

Some of these studies explain female delinquency and crime through contrasts with male delinquency/crime levels, patterns, and trends—with varying attention to developmental aspects of girls' lives and only limited use of qualitative methods (Kruttschnitt, 1994). Almost none deal with the life consequences of offending, other than the criminal justice consequences, and few address the combined role of gender and race (Visher and Roth, 1986). In addition, while there are many promising programs for girls, there is little literature on the effectiveness of various approaches (Greene, Peters, & Associates and Northwest Regional Educational Laboratory, 1998;

Muller and Mihalic, 1999; Morash, Bynum, and Koons, 1998; Owen and Bloom, 2000).

Clearly, more information is needed regarding female development, the nature of female-specific risk and protective factors, and the effectiveness of intervention and prevention programs, so that those with responsibility for intervening with delinquent girls can make the most appropriate decisions and provide the best services and treatment to juvenile females.

OJJDP has had considerable involvement in issues related to girls in the juvenile justice system. The lack of gender-specific programming for females was noted in the 1992 amendments to the Juvenile Justice and Delinquency Prevention (JJDP) Act of 1974, as amended. Specifically, states were required to provide an analysis of gender bias in the juvenile justice system and gender-specific service needs and to set forth a plan for providing services to this population. This analysis was required in order for a state to be eligible to receive funds under OJJDP's Part B Formula Grants program. The 1992 amendments also established the State Challenge Activities Program under Title II, Part E of the JJDP Act, under which States participating in OJJDP's Formula Grants program were offered additional grant funds to support a wide range of gender-specific policies and programs (Hsia and Beyer, 2000). "Though States have made progress in serving the female juvenile population, much more needs to be done to fill continuing gaps in services" (OJJDP, 1998). Although the State Challenge Activities Programs and the required state analysis of gender-specific services were not retained in the 2003 Reauthorization of the Juvenile Justice and Delinquency Prevention Act, as amended, Pub. L. 93-415 (1974), in 2003, states are required to develop a plan for providing needed gender-specific services for the prevention and treatment of juvenile delinquency.

Goals

The immediate goal of the Girls Study Group is to develop a sound theoretical and empirical foundation to guide future development, testing, and dissemination of strategies to effectively prevent and reduce girls' involvement in delinquency and violence and reduce the consequences of such involvement. The ultimate aim of the Girls Study Group is to provide state and local policymakers and practitioners with theoretically sound, culturally and developmentally appropriate, and empirically grounded strategies (encompassing program elements, principles, and policies) to prevent and reduce female delinquency and its consequences.

Although traditional, gender-neutral theories of crime causation provide reasonable explanations for less serious forms of female criminality and gender differences in specific crime categories (e.g., prostitution, status offenses, and shoplifting), existing theories do not adequately explain gender differences in the commission of serious offenses, contextual differences in criminal behavior (Steffensmeier and Broidy, 2001), or the recent divergence of juvenile female arrest trends from male trends. Other theoretical constructs that describe the specific role that being female plays in girls' vulnerability or invulnerability to delinquency and violence should also be explored. The Study Group must distinguish between markers and malleable conditions, attitudes, behaviors, and relationships that are amenable to intervention strategies.

The Study Group will examine not only the epidemiology and etiology of female delinquency, but also the life consequences of adolescent girls' involvement in crime and the juvenile (or criminal) justice system. The results of this new research synthesis will be used to inform the dissemination and development of effective gender-appropriate prevention and intervention strategies that address gender-neutral and gender-specific risk and protective factors and causes and correlates of female delinquency. A developmental context for recommending new research, program development, and programming must be considered.

Objectives

The following are the objectives of the Girls Study Group:

- ◆ To develop a better understanding of the trends, developmental patterns, causes, and correlates of female delinquency and violence and of the social and justice system consequences of their involvement in delinquency by:
 - Increasing empirical knowledge about the risk and protective factors related to female delinquency.
 - Charting the developmental pathways to female offending for which girls face serious legal and/or social consequences.
 - Determining the patterns and consequences of juvenile justice decisionmaking on female offenders and their lives, both short and long term.
- ◆ To develop a comprehensive, integrated theory of female delinquency (initiation, persistence, and desistance) that is derived from an:
 - Examination of the applicability of gender-neutral theories of delinquency and theories developed from primarily male samples to pathways to and patterns of serious female offending.
 - Exploration of female-specific theories and processes for their utility in developing and testing new prevention and intervention strategies.
- ◆ To identify programs, program elements, and implementation principles that are effective, promising, or counterproductive in preventing or reducing female offending. Recommendations to promote (or discourage) implementation of such prevention and intervention programs and policies must:
 - Reflect female-focused theories of delinquency (described in the preceding objective).
 - Respond appropriately to the girls' characteristics (racial, ethnic, and cultural), needs (developmental, psychosocial, behavioral, educational, spiritual, physical and mental health), and circumstances (from pre-delinquent to involvement in the juvenile and criminal justice system). This includes identifying the needs and challenges faced by girls who are re-entering communities following placement in secure facilities and recommending appropriate reentry services for this population.
- ◆ To identify critical information that is needed about the nature and development of female delinquency and effective prevention and intervention strategies, as well as recommendations for future research, programming, and testing to address these gaps in knowledge.
- ◆ To communicate with the field, via the Internet and other means, regarding the activities, plans, and products of the Girls Study Group.

Program Strategy

A 2-year cooperative agreement will be competitively awarded to carry out the program strategy described below. Because this is a cooperative agreement, OJJDP will review and approve all project consultants, plans, and products developed.

It will be the responsibility of the successful applicant to assemble, convene, and chair a multidisciplinary study group representing a cross section of disciplines. The group will conduct an indepth study that accomplishes the following:

- ◆ Reviews and synthesizes empirical and theoretical literature related to the development and characteristics of female juvenile delinquency.
- ◆ Develops a female-focused conceptual framework for the project.
- ◆ Explores the nature and role of risk and protective factors specifically related to female juvenile delinquency across the domains of the individual (characteristics and development), family, peer relationships, school, and community.
- ◆ Conducts new analyses of existing data to shed light on the work of the study group.
- ◆ Identifies promising and effective programs for prevention and intervention and tools for replicating promising program models at the local level.
- ◆ Reviews federally funded programs and training curricula related to female delinquency.
- ◆ Reviews risk and needs assessment tools for girls for prevention and intervention purposes and develop tools for testing and validating these instruments at the local level.
- ◆ Recommends further research, program development, and evaluation to address critical gaps in current knowledge about this population.

The applicant will produce an indepth final report on the findings and recommendations of the Girls Study Group and various interim and subsequent practitioner-oriented products.

An applicant seeking funding under this initiative must address and be willing to undertake, at a minimum, the tasks described below. Specific tasks may be contracted by the applicant to other groups or individuals. **Note:** An applicant who plans to use consultants in this manner should (1) clearly spell out the terms of the contract in the application and (2) address the qualifications of the contractor/consultant(s) selected to perform each task.

Task I: Assemble and Convene the Girls Study Group

The successful applicant will assemble the Girls Study Group and convene at least two meetings within the first year of the grant. The successful applicant must have the organizational capacity to organize and facilitate these meetings. The applicant must demonstrate its ability to bring together individuals with proven expertise in fields including, but not limited to, criminology, sociology, statistics, education, developmental psychology, mental

health, female adolescent health, juvenile justice research and practice, law, domestic violence, substance abuse, and youth services and outreach work. The members of the Girls Study Group and assigned project personnel must possess knowledge of and experience with issues of female development and familiarity with at-risk and delinquent girls, including girls involved in the juvenile justice system.

A Project Advisory Board will be selected by OJJDP to serve as a sounding board to review project plans and products. The board will be composed of up to nine representatives from prominent national policy and advocacy organizations with a special interest in girls' issues. The composition of the board will reflect a balance in representation and include members from a broad range of philosophical perspectives. The active participation of such an advisory board is intended to generate discussion and debate about the issues being studied in order to ensure that multiple perspectives are given adequate consideration in the course of the Study Group's work. It is anticipated that the full Project Advisory Board will meet twice in the first year of the project—at the conclusion of the development of detailed plans for the project and again to review the initial literature review and the female-focused conceptual framework that will guide the subsequent tasks—and two times in the second year of the project. In addition to the project-funded members of the Study Group, it is anticipated that representatives from OJJDP, the Office on Violence Against Women, the National Institute of Justice, and the Bureau of Justice Statistics will be invited to serve as federal agency coordinating representatives to the Girls Study Group along with others, as OJJDP deems appropriate. In addition, the Study Group will periodically brief the Federal Coordinating Council on Juvenile Justice and Delinquency Prevention and the Federal Working Group on Gender Issues regarding the plans and activities of the Girls Study Group. The cost of Federal participation will be borne by the agencies. **Note:** Because this is a cooperative agreement, the applicant must agree to consult with and receive input from OJJDP staff in the development of all plans for this project.

The Study Group will develop a Web site to communicate its plans, activities, and products to the field. The Web site will provide accurate, timely, and useful information to a wide audience regarding the activities, findings, and recommendations of the study group's work. The Web site design and functionality must conform to all applicable federal requirements, including section 508 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794d).

Task II: Review the Literature

The successful applicant will systematically review the research literature on the etiology, consequences, and development of girls' antisocial, delinquent, and violent behavior from early childhood to late adolescence. The Study Group will review the theoretical and empirical literature from relevant fields—including, but not limited to, criminology, sociology, education, developmental psychology, mental health, adolescent health, substance abuse, juvenile justice, and domestic violence—as it pertains to female delinquency. Of particular interest is understanding the effects of child abuse and neglect, poverty, and criminal victimization on female pathways to delinquency, crime, and violence. Another goal of the literature review will be to identify prevention and intervention programs, policies, and strategies that are promising or effective in preventing female delinquency and violence. The Study Group will also examine key juvenile justice system processing decisions that may have disproportionately negative consequences on female offenders.

To assist the Study Group in the preparation of the literature review, the National Center for Juvenile Justice (NCJJ), through its National Juvenile Justice Data Analysis Project, will develop a working paper on trends and a summary of relevant national data regarding female delinquency, risk factors, and processing of female offenders in the juvenile justice system. This would be comparable to an expanded version of *Female Offenders in the*

Juvenile Justice System (Poe-Yamagata and Butts, 1996). In addition, NCJJ will prepare a descriptive review and annotation of key national statistical data sets that address the scope and nature of female delinquency, victimization, and related risk factors, identifying potentially useful data sets that can be used in conducting secondary analyses. It is anticipated that both of these products will be developed in time for the first meeting of the Study Group.

Task III: Conduct Secondary Analyses

To supplement the literature review, secondary analysis of relevant data sets will be conducted to shed new light on risk and protective factors in selected populations, identify female pathways to delinquency, and identify effective prevention and intervention strategies for girls. The new primary or secondary analyses of data must address the research questions identified in the literature review and employ appropriate analytical techniques. The findings from these analyses will be used to finalize the literature review and/or to produce special reports on selected topics.

Task IV: Review Federal Programs To Prevent and Reduce Female Delinquency

During the second year, to supplement the literature review of the effectiveness of existing programs in the field, the Girls Study Group will conduct a review of federally-funded programs and training curricula specifically related to female delinquency, its prevention or intervention—from all relevant domains (e.g., health, mental health, child welfare, family, neighborhood, schools, and juvenile justice). The purpose of the review is to determine the extent to which such programs exhibit effective principles and practices in dealing with girls based on the findings of the Girls Study Group work and to develop recommendations for promoting or improving Federal programs.

Task V: Review Screening and Assessment Tools

During year two, the project will identify and conduct a review of risk and needs assessment tools used for delinquency prevention, intervention, or treatment purposes to determine their applicability for girls in light of the findings of the Girls Study Group. The Study Group will devise a plan for developing, modifying, and/or testing and validating such instruments at different stages of involvement with the juvenile justice system or in the prevention or early intervention systems of care, such as schools, child welfare, health, and mental health sectors. The plan will include the development of data collection procedures and protocols for the validation of screening and assessment tools for use by probation officers for intake/diversion and detention decisions, for judicial disposition decisionmaking (including treatment/intervention programs utilized in community supervision through residential placement), and for services and supervision planning for reentry to the community.

Task VI: Develop Program Models for Field Testing

The Girls Study Group will identify program models for further testing and replication that reflect the principles for prevention and intervention based on the findings of the literature review and assessment of program effectiveness. OJJDP will use the program models in soliciting interest from states to fund such programs with their Formula Grant funds. Interventions will be designed for girls demonstrating a high risk of involvement in delinquent behavior or who have come to the attention of authorities for delinquency. These high-risk populations would be targeted, with an emphasis on ensuring cultural and gender sensitivity, in the development

and refinement of the program models to be tested. The Girls Study Group staff will work with existing local programs to document program protocols and interventions. They will also develop and provide training and technical assistance to the participating sites to ensure program fidelity. Potential program models to be tested may include programs currently operating in the United States. It is anticipated that three promising program models will be selected for replication.

To facilitate proper implementation and replication with fidelity to the program model, the Girls Study Group will provide full documentation of each program and develop training and technical assistance materials for implementation of program intervention components consistent with program protocols. The Girls Study Group will be responsible for providing training and technical assistance on program implementation in up to 20 sites. Program announcements (i.e., solicitations for subgrant applications) to support the implementation of model programs for girls in the states receiving OJJDP Formula Grant funds will be developed by the Girls Study Group.

Task VII: Provide Deliverables

The Study Group will develop a Web site to communicate with the field its plans, activities, and products. The Web site will provide accurate, timely, and useful information to a wide audience regarding the activities, findings, and recommendations of the Study Group's work. The Web site design and functionality must conform to all applicable federal requirements, including section 508 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794d).

A final report and an executive summary will be produced during the second phase of the project. The final report will present the results of the Study Group's work and provide well-substantiated support and recommendations for further research and programming in this area. In addition, the Girls Study Group will produce a number of interim and summary reports on the results of its work. Reports may be published as OJJDP Bulletins including: (1) a summary of the results of the literature review with respect to new perspectives on risk and protective factors for delinquent behavior having significant consequences for female offenders; (2) a report on effective and promising prevention and intervention programs related to female-specific risk and protective factors, including training programs for key segments of the juvenile justice system; (3) three special topics that may be derived from secondary analyses or other study activities; and (4) recommendations for further research, program development, and evaluation to address critical gaps in current knowledge about this population.

It is expected that the publications and products developed will provide information relevant to the Study Group's goals and objectives. Although the reports must be of a quality that would merit publication in a refereed journal, the authors must also address the needs of various practitioner audiences in diverse fields, including in the juvenile justice, child welfare, education, pediatric and adolescent health, mental health, substance abuse prevention, and youth work fields. Grantees should use plain English in writing all grant products. See <http://www.plainlanguage.gov> for assistance in meeting this requirement. Although research methodologies and results may necessarily involve technical information, that information should be put in context for the non-researcher. All deliverables will be provided to the Project Advisory Board for review and comment. Decisions regarding revisions will be mutually agreed upon by the Girls Study Group and OJJDP.

Performance Measurement

To ensure compliance with the Government Performance and Results Act (GPRA), Public Law 103–62, this solicitation notifies applicants that they are required to collect and report data that measure the results of the Girls Study Group project. To ensure accountability of these data, for which OJP is responsible, the following performance measure is provided: The Girls Study group will develop the knowledge and tools needed to guide the decisions of communities as they invest in programs and develop policies for preventing and reducing delinquency and violence among girls, and share this information through a Web site as well as other means of dissemination. The award recipient will be required to collect and report data in support of this measure. Specifically, the award recipient will be required to provide methods and measures by which the government can be assured of the following:

- ◆ The results of the literature review are complete and scientifically sound.
- ◆ The new primary or secondary analyses of data address the research questions identified in the literature review and employ appropriate analytical techniques.
- ◆ The theoretical framework, derived from the literature review and the secondary analysis of data, is sound and supported by the findings.
- ◆ The assessment of the effectiveness, or potential utility, of existing programs to prevent or reduce girls' delinquency is based on rigorous evaluation standards and reflect the key elements of the theoretical framework.
- ◆ The program models identified for further testing and replication must reflect the principles for prevention and intervention derived from the findings of the literature review and assessment of the effectiveness of existing programs.
- ◆ The information provided through the Girls Study Group Web site provides accurate, timely, and useful information to a wide audience regarding the activities, findings, and recommendations of the Study Group's work.
- ◆ The Web site design and functionality conforms to all applicable federal requirements, including section 508 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794d).

The award recipient should demonstrate that each of these performance indicators builds upon the previous one, in order to produce a complete and scientifically sound review of the literature. Obtaining this information will facilitate OJP's future program planning and will allow OJP to provide Congress with measurable program results of federally funded programs.

Eligibility Requirements

OJJDP invites applications from public or private agencies, organizations, institutions, or individuals. Applications are invited from faith-based and community organizations, who are encouraged to apply on the same basis as all other applicants. Private, for-profit organizations must agree to waive any profit or fee.

Applicants must demonstrate that they have experience in coordinating and convening meetings of subject matter experts, conducting extensive literature reviews, carrying out secondary analyses, and writing reports. In the case of joint applications, one applicant must be clearly indicated as the primary applicant (for correspondence and award purposes) and the other(s) listed as coapplicants. If contractors will be used for specific project tasks, evidence of their qualifications and willingness to undertake the specified task(s) should be provided. To be eligible for consideration, applicants must strictly adhere to the guidelines for preparing and submitting applications regarding page length and submission deadlines.

Note: No person or organization who is eligible to apply for a grant may be discriminated against on the basis of religion, religious name, or religious composition of its board or persons working in the organization. Religious organizations will be treated on an equal basis with other nonreligious organizations in all grant determinations and grant administration.

Application Procedures

The Office of Justice Programs (OJP) requires that applications be submitted through the online OJP Grants Management System (GMS). Access through the Internet to this online application system will streamline the processing of requests for funding.

Applicants should use the following application guidelines to assist them in preparing their application for this program. Applications must be submitted to OJP electronically through GMS no later than 5 p.m. Eastern Time on September 22, 2003. However, in order to allow adequate time to register on the online system, applicants must initiate their application before August 29, 2003. OJJDP will begin accepting applications immediately.

To learn how to begin the online application process, please see the Quick-Start Guide on page iv. A toll-free telephone number (1-888-549-9901) has been established to provide applicants with technical assistance as they work through the online application process.

Applicants who have previously registered with GMS and have a GMS password should log on to GMS prior to August 29, 2003, to determine if the password is still valid. If the password has expired, follow the on-screen instructions or call the GMS Hotline (1-888-549-9901).

Application Peer Review

OJJDP is committed to the competitive process for awarding grants. Applications that meet all eligibility requirements will be evaluated and rated by a peer review panel according to the selection criteria described under Application Requirements (see below). Careful consideration will be given to the clarity and cohesion of the proposal. Further, it is suggested that applications be organized and presented in a way that enables reviewers to evaluate the proposal in terms of the selection criteria. Applications are rated on a 100-point scale. Point values for individual elements of the application are presented below with the description of that element. **Note:** Elements that are not given point values are still required, and applications must include all the required elements to be eligible to participate in the peer review process.

Detailed information about OJJDP's peer review process can be found under "Grants & Funding" on the OJJDP Web site (www.ojp.usdoj.gov/ojjdp).

Application Requirements

Applicants must submit the following information online through GMS:

- ◆ **Application for Federal Assistance (SF-424).** This form is generated by completing the Overview, Applicant Information, and Project Information screens in GMS.
- ◆ **Assurances and Certifications.** The Assurances and Certifications must be reviewed and accepted electronically by the authorizing official or the designated authorizing official.
- ◆ **Budget Detail Worksheet (Attachment #1).** The Budget Detail Worksheet—including budget worksheets for year 1 and year 2 and a detailed budget narrative for year 1—accounts for 10 of the possible 100 points allotted by the peer reviewers.
- ◆ **Program Narrative (Attachment #2).** The Program Narrative—including Project Abstract, Issues To Be Addressed, Goals and Objectives, Project Design, and Management and Organizational Capability—accounts for 90 out of the possible 100 points allotted by the peer reviewers. Point values for specific sections of the Program Narrative are as follows: Issues To Be Addressed (25 points), Goals and Objectives (10 points), Project Design (35 points), and Management and Organizational Capability (20 points). Although not assigned a point value, the Project Abstract is required. See format requirements on page 16.
- ◆ **Other Program Attachments (Attachment #3).** The Other Program Attachments—including project timeline, organizational chart, letters of agreement, resumes of Study Group members and staff, privacy certificate, and statement regarding coordination of federal efforts—will not be included in the peer reviewers' scoring of applications. However, these materials are **required** and must be attached in one file to your GMS application.

Detailed instructions and descriptions of each of the required elements are provided below. An Application Checklist has been provided for your convenience (see page iii). **Note:** Applications that do not include all the required elements will not be considered for funding.

Application for Federal Assistance (SF-424)

The Application for Federal Assistance is a standard form used by most federal agencies. It contains 18 items that are to be completed in the Overview, Applicant Information, and Project Information sections of OJP's Grants Management System. **Note:** The Catalog of Federal Domestic Assistance (CFDA) number for this program is 16.542.

Assurances and Certifications

Applicants are required to review and accept the Assurances and Certifications. Please verify that the name, address, phone number, fax number, and e-mail address of the authorizing official on these online forms are correct.

- ◆ **Assurances.** Applicants must comply with Assurances in order to receive federal funds under this

program. It is the responsibility of the recipient of the federal funds to fully understand and comply with these requirements. Failure to comply may result in the withholding of funds, termination of the award, or other sanctions.

- ◆ **Certifications Regarding Lobbying; Debarment, Suspension, and Other Responsibility Matters; and the Drug-Free Workplace Requirement.** Applicants are required to review and check off the box on the certification form included in the online application process. This form commits the applicant to compliance with the certification requirements under 28 CFR Part 69, “New Restrictions on Lobbying,” and 28 CFR Part 67, “A Government-Wide Debarment and Suspension (Nonprocurement) and Government-Wide Requirements for Drug-Free Workplace (Grants).”

The authorizing official must review the Assurances and Certifications forms in their entirety. To accept the Assurances and Certifications in GMS, click on the Assurances and Certifications link and click the “Accept” button at the bottom of the screen.

Budget Detail Worksheet (Attachment #1) (10 points)

Applicants must provide a proposed budget that is complete, detailed, reasonable, allowable, and cost effective in relation to the activities to be undertaken during the first 12-month budget period. A detailed budget narrative must also be included. For the second 12-month budget period, the applicant should present a preliminary budget without a detailed budget narrative. Applications must also conform to federal requirements with respect to travel, equipment, and procurement policies.

Applicants must submit budget worksheets for year 1 and year 2 and a budget narrative for year 1 in one file. The worksheets provide the detailed computation for each budget item (often in spreadsheet format). The narrative justifies or explains each budget item and relates it to project activities.

- ◆ **Budget Worksheet.** The budget worksheet must list the cost of each budget item and show how the cost was calculated. For example, costs for personnel should show the annual salary rate and the percentage of time devoted to the project for each employee to be paid through grant funds. The budget worksheet should present a complete and detailed itemization of all proposed costs.
- ◆ **Budget Narrative.** The budget narrative should closely follow the content of the budget worksheet and provide justification for all proposed costs. For example, the narrative should explain how fringe benefits were calculated, how travel costs were estimated, why particular items of equipment or supplies must be purchased, and how overhead or indirect costs (if applicable) were calculated. The budget narrative should justify the specific items listed in the budget worksheet (particularly supplies, travel, and equipment) and demonstrate that all costs are reasonable.

A Sample Budget Detail Worksheet that can be used as a guide to assist applicants in the preparation of the budget worksheet and budget narrative is available on OJP’s Web site (go to www.ojp.usdoj.gov/forms.htm).

Note: Total costs specified in the Budget Detail Worksheet must match the total amount requested.

Program Narrative (Attachment #2) (Total: 90 points)

In developing the Program Narrative section of the application, applicants must provide a comprehensive proposal describing how they plan to achieve the goals, objectives, and tasks of the Girls Study Group as outlined in this program announcement. Greater specificity is required for year one in terms of detailed objectives, time lines, and products.

Project Abstract

Applicants must include a one-page abstract (not to exceed 400 words) that briefly summarizes the applicant's proposal.

Issues To Be Addressed (15 points)

Applicants must include a clear and concise discussion of the issues related to understanding, preventing, and responding to female juvenile delinquency and its consequences for girls. Applicants must identify the most important research questions for the Girls Study Group to address. This discussion should reflect the applicant's understanding of the need for undertaking this initiative now; the anticipated challenges that face the Girls Study Group in successfully accomplishing the stated goals and objectives and ways to address those issues; and the potential utility of this project and its products for those who are dealing with or studying troubled girls, dangerous girls, and girls in the juvenile justice system.

Goals and Objectives (15 points)

Applicants must describe how they will address the stated goals and each of the objectives outlined in this announcement (see pages 4–5). The goals and objectives must relate to the identified research questions and issues to be addressed. Any significant modification of the stated goals and objectives must be clearly justified and the implications of any variation must be addressed where appropriate elsewhere in the proposal. Applicants must describe how accomplishing the objectives will enable the applicant to achieve the goals of the project.

Project Design (35 points)

Applicants must present a well-developed project design that clearly delineates the specific activities, the people and other resources involved, and the timelines for accomplishing the tasks outlined in the Program Strategy, including developing the deliverables described above. The narrative must discuss how and when major activities for each task will be accomplished and how these tasks will build on each other to reach the project's goals and objectives. Applicants must discuss how they will ensure the quality and utility of the products generated from the Girls Study Group. Specifically, the applicant must propose indicators for the performance measures specified in the Performance Measurement section (see page 10). Such indicators will be used to ensure a high probability of success and project accountability.

The Project Design must address Tasks II–VI as described in the Program Strategy (see page 6). Note: A description of Task I should be provided in the Management and Organizational Capability section of the application (see below for details). The Project Design should provide detailed proposals that:

- ◆ Describe their approach to the literature review, in relation to the stated objectives that consider the

scope of the problem, its etiology, and effective prevention and intervention programs.

- ◆ Describe their plans for identifying potential data sets that may be proposed for analysis, for determining both the scope and priority of the analyses, and for actually conducting the analyses.
- ◆ Describe their methodology for reviewing federally funded programs and training curricula specifically related to female delinquency.
- ◆ Describe a plan for developing, modifying, and/or testing and validating risk and needs assessment tools for use at different stages of involvement with the juvenile justice system or in the prevention or early intervention systems of care (such as schools, child welfare, health, and mental health sectors).
- ◆ Describe plans for the identification and assessment of federal programs related to delinquency prevention, intervention, and treatment for girls.
- ◆ Describe distinct reports and other products that will be developed by the Study Group.

In addition, the Project Design must provide a detailed description of the methods the Study Group will use to comply with OJP's performance measurement requirements (see page 10). The Project Design must explain how the Group will collect and report data in support of the following performance measure: "The Girls Study group will develop the knowledge and tools needed to guide the decisions of communities as they invest in programs and develop policies for preventing and reducing delinquency and violence among girls, and share this information through a web site as well as other means of dissemination." Specifically, the Project Design must address the seven performance indicators listed on page 10.

The Project Design must be supplemented with a timeline that is to be included in the Other Program Attachments (see below).

Management and Organizational Capability (25 points)

The applicant must include a discussion of how it will assemble, coordinate, and manage the Girls Study Group in a way that will achieve the stated goals and objectives. The applicant must clearly identify and define the roles and responsibilities of key project staff, members of the Girls Study Group, and its chair(s). The applicant must describe the knowledge and experience of key staff relevant to this initiative and any organizational experience demonstrating its ability to accomplish the project objectives and its ability to work with experts from diverse disciplines and perspectives to accomplish a common goal. The applicant must describe the process of facilitating Study Group meetings and tasks and describe in detail the panel of experts the applicant would convene for the project. Together the key project staff and the members of the Girls Study Group must collectively possess knowledge of and experience with issues of female development and familiarity with difficult and troubled girls and girls already in the juvenile justice system, as described in the discussion of Task I (see page 6).

The applicant must indicate how it will facilitate the involvement of the Project Advisory Board with the study group and its work, including convening meetings and providing opportunities for the board to review project products. OJJDP expects the Project Advisory Board to serve as a sounding board for the project, not as a supervisory or policy board. OJJDP will provide the necessary policy direction for and supervision of the project. It is expected that the costs associated with the Project Advisory Board will be part of the budgeted expenses of the project and would include consultant fees, travel, and per diem, consistent with government regulations.

The Study Group members will provide substantive and technical advice over the course of the study and perform selected tasks as determined by the applicant. For purposes of the application submission, the applicant must identify and obtain letters of agreement and resumes from those individuals proposed to serve on the Study Group, describing how their background and skills meet the requirements of this project. Such commitments by prospective Study Group members are not required to be exclusive agreements with that applicant; that is, consultants may agree to participate with other applicants for the project. The applicant must briefly discuss the qualifications of each proposed Study Group member and articulate how each member's knowledge and expertise will contribute to the overall mission of the Study Group. The Study Group panel should number 12 to 15 participants. As this award is a cooperative agreement, OJJDP will have review and approval authority over all Study Group members and consultants.

Note: Supporting documents—including an organizational chart, letters of agreement from Study Group members, resumes of Study Group members and staff—should be included in the Other Program Attachments (see below).

Format

The Program Narrative (Attachment #2) must not exceed 60 pages and must be double spaced in a standard 12-point font for printing on 8½ x 11 inch paper with not less than one-inch margins all around. The narrative must be preceded by a one-page project abstract, which must not exceed a maximum length of 400 words and is included in the 60-page limit. References may be placed in Other Program Attachments (Attachment #3) so as not to count against the page limit of the Program Narrative. A table of contents is also required. **Note:** All sections of the program narrative must be double-spaced, including any bullets, lists, or quotations. These requirements are necessary to maintain fair and uniform standards among all applicants. If the application does not conform to these standards, OJJDP will deem the application ineligible for consideration.

Other Program Attachments (Attachment #3)

The Other Program Attachments (Attachment #3) provide documents that supplement and support the Project Design and Management and Organizational Capability sections of the Program Narrative. These documents include:

- ◆ **Project timeline.** Applicants must provide a timeline outlining specific activities the Study Group will undertake to accomplish the required tasks. This timeline should include a brief period in the beginning of the project in which project staff will work with OJJDP staff to finalize a managerial structure for the Study Group and develop a general guide for setting policy or making decisions within the Study Group.
- ◆ **Organizational chart.** Applicants must provide an organizational chart that shows how the proposed Study Group will be structured. The chart should include staff members' and Study Group members' names, titles, and roles and responsibilities.
- ◆ **Letters of agreement.** Each proposed Study Group member must submit a letter of agreement stating his/her commitment to participate in and contribute to the goals and objectives of the Girls Study Group. Such commitments by prospective Study Group members are not required to be exclusive agreements; that is, consultants may agree to participate with other applicants for the project.

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- ◆ **Resumes.** Applicants must provide resumes of all Study Group members and staff. The resumes will be used to determine whether the proposed Study Group members and staff have the qualifications and experience required to successfully complete the project.

The Other Program Attachments must also include documentation that the applicant complies with the U.S. Department of Justice's (DOJ's) Privacy Certificate and Coordination of Federal Efforts requirements.

- ◆ **Privacy Certificate.** DOJ regulations require that a Privacy Certificate be submitted as part of any application for a project in which information identifiable to a private person will be collected for research or statistical purposes. The purpose of the Privacy Certificate is to ensure that the applicant will comply with the confidentiality requirements of 42 U.S.C. 3789g and 28 CFR part 22, which essentially require that private information collected in the course of research activities be used only for research purposes.
- ◆ **Coordination of Federal Efforts.** To encourage better coordination among Federal agencies in addressing State and local needs, DOJ is requesting applicants to provide information on the following: (1) active federal grant award(s) supporting this or related efforts, including awards from DOJ; (2) any pending application(s) for federal funds for this or related efforts; and (3) plans for coordinating any funds described in items (1) or (2) with the funding sought by this application. For each federal award, applicants must include the program or project title, the federal grantor agency, the amount of the award, and a brief description of its purpose. Include a list of authors (by section) of this proposal and indicate whether this proposal, or portions of it, have been submitted to other federal agencies for funding.

Administrative Requirements

Civil Rights Compliance

All recipients of Federal grant funds are required to comply with nondiscrimination requirements contained in various Federal laws. In the event that a court or administrative agency makes a finding of discrimination on grounds of race, color, religion, national origin, gender, disability, or age against a recipient of funds after a due process hearing, the recipient must agree to forward a copy of the finding to the Office of Civil Rights, Office of Justice Programs. All applicants should consult the Assurances required with the application funds to understand the applicable legal and administrative requirements.

Privacy Certificate Requirements

Applicants should be aware of the U.S. Department of Justice's (DOJ's) requirements for privacy and confidentiality in research and statistical efforts. These requirements are stipulated by 42 U.S.C. § 3789g. DOJ has issued a specific regulation concerning the implementation of this statutory requirement in 28 CFR Part 22. In accordance with 28 CFR Part 22, applicants requesting funds for research or statistical activities must submit a Privacy Certificate with the application. The purpose of the Privacy Certificate is to ensure that the applicant has appropriate policies and procedures in place to protect the confidentiality of data identifiable to private persons. Specifically, the Privacy Certificate must be in compliance with the requirements of 28 CFR § 22.23. OJJDP has developed guidelines for preparing a Privacy Certificate in accordance with the confidentiality regulation. Copies of the Privacy Certificate Guidelines, a Privacy Certificate Face Sheet, and a Sample Attachment for a Privacy Certificate are available on OJJDP's Web site (www.ojp.usdoj.gov/ojjdp, click on "Grants & Funding").

Applicants are further advised that any project that will involve the use of human research subjects must be reviewed by an institutional review board (IRB), in accordance with DOJ regulations at 28 CFR Part 46. IRB review is not required prior to submission of the application. However, if an award is made and the project involves research using human subjects, OJJDP will place a special condition on the award requiring that the project be approved by an appropriate IRB before Federal funds can be disbursed for human subjects activities. Applicants should include plans for IRB review, where applicable, in the project timeline submitted with the proposal. A copy of “Confidentiality of Identifiable Research and Statistical Information (28 CFR Part 22)” is available on OJJDP’s Web site (www.ojp.usdoj.gov/ojjdp, click on “Grants & Funding”).

Financial Requirements

Discretionary grants are governed by the provisions of the Office of Management and Budget (OMB) circulars applicable to financial assistance and the Office of Justice Programs’ Financial Guide available from the OJP Web site (www.ojp.usdoj.gov/oc). The Guide includes information on allowable costs, methods of payment, audit requirements, accounting systems, and financial records. This document will govern the administration of funds by all successful applicants.

Government Audit Requirements

Audits of State and local units of government, institutions of higher education, and other nonprofit institutions must comply with the organizational audit requirements of OMB circular A–133, which states that recipients who expend \$300,000 or more of Federal funds during their fiscal year are required to submit an organizationwide financial and compliance audit report within 9 months after the close of each fiscal year during the term of the award to their cognizant Federal agency.

Grantees must comply with the following OJP reporting requirements:

- ◆ Financial Status Reports (SF–269). Financial Status Reports should be completed and provided to the Office of the Comptroller’s Control Desk within 60 days after the end of each calendar quarter during the grant period.
- ◆ Categorical Assistance Progress Reports (OJP Form 4587/1). Categorical Assistance Progress Reports should be completed and provided to the Office of the Comptroller’s Control Desk within 30 days after the end of the June 30 and December 31 semiannual period during the grant period.

Award Period

This project will be funded for 2 years in two 1-year budget periods. Applicants should submit a 2-year project plan. Funding after the first budget period depends on performance of the successful applicant, availability of funds, and other criteria established at the time of the award.

Award Amount

Up to \$600,000 is available for the initial 12-month budget period to complete Tasks I–III (see pages 6–8). It is anticipated that up to \$2,000,000 will be available for the second year of the Girls Study Group to accomplish

Tasks IV–VII (see pages 8–9).

Due Date

Applicants must submit their completed applications online through OJP's Grants Management System by 5:00 p.m. Eastern Time on September 22, 2003.

Contact

For further information, e-mail: barbara@ojp.usdoj.gov.

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